

# HQ USACE RECORDS MANAGEMENT TASK FORCE

---

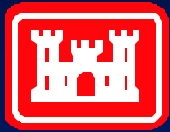
**AIIM Corps Day**  
**4 May 2001**



# HQ USACE RECORDS MANAGEMENT TASK FORCE

---

- **Workforce Retiring -- Leverage Experience & Train New Leaders**
- **Task Force Membership:**
  - ✓ **Toni Gilman, ERDC**
  - ✓ **Audrey Imsand, Mobile District**
  - ✓ **Faye Jordan, Savannah District**
  - ✓ **Sharon Leeker, St. Louis District**
  - ✓ **Gustavo Sierra, New York District**
  - ✓ **Leslie Malek, Seattle District**
  - ✓ **Dianne Barnes and Sheila Dunston, HQ**
- **First Meeting Held 19-30 March 2001**
  - ✓ **Approximately 70 Recordkeeping Action Items**
  - ✓ **Recordkeeping Redesign Action**
- **Next Meeting to be Held 5-14 Sep 2001 in DC**



# **FUTURE TASK FORCE ACTION ITEMS**

---

- **Develop Materials/Guidance to Prepare for CEEDMS**
- **File Plan Templates**
- **Automated Correspondence Templates**
- **Standardized Position Descriptions**
- **Scheduling Corporate AIS**